

JOB DESCRIPTION

Title: Training Co-ordinator

Responsible to: Curriculum Manager

Location: Stockman House

Main Task

To be responsible for developing a structured administration system for maintaining and enhancing the quality of the training provision of BFS.

Outline of Duties

- * To develop and demonstrate a thorough knowledge of the criteria of BFS programmes designed to maximise learner achievement
- * To maintain a comprehensive information system for recording learner details relevant to their qualifications
- * To maintain and monitor the system for ensuring each learner is registered for the appropriate qualification in line with their targeted outcomes
- * To register learners for courses in accordance with the standards required by BFS and the Awarding Body(s)
- * To review attendance in relation to course provision and take appropriate action if required to ensure maximum occupancy is maintained.
- * To maintain the security and confidentiality aspects of the training rooms, learner portfolios and archiving material to the standards required by the Awarding Body(s) and BFS
- * To process direct certification claims in accordance with the standards laid down by the Awarding Body(s) and to issue certificates to learners in a prompt and efficient manner
- * To compile and update learner Progress File and issue on completion of programme
- * To liaise regularly with the Senior Training Co-ordinator and Curriculum Manager in relation to all aspects of the training provision of BFS
- * To take responsibility of each job function in order to act in accordance with the outlined tasks

- * To record and update computerised records in accordance with the Data Protection Act and security requirements of BFS
- * To participate in structured training and development activities in line with the demands of the job and the objectives of the company
- * To adhere to a Code of Practice relevant to Equal Opportunities and the promotion of social inclusion
- * To work as a member of a team and undertake such duties and responsibilities that are compatible with and supportive of BFS's aims and objectives

Terms and Conditions

Length/ Type of Contract: Fixed

Salary: £13,121

Hours: 28.5 hours

Holidays: 20 days pro rata
plus Statutory days

Probationary Period: 6 months

All employees of Bryson FutureSkills are required to respect individuals' right to privacy, dignity, choice and independence.

This post will be subject to an Access NI check



Job Title: Training Co-ordinator

Criteria		Essential	Desirable	Tested
Qualifications / Education / Knowledge	Level 2 Business Administration	x		Application form
	GCSE English & Maths (Grade C or above) or equivalent	x		Application form
	ICT Level 2 qualification or equivalent	x		Application form
Previous Experience	Minimum of 18 months experience within administration & training environment	x		Application form
	Experience of working with Awarding Bodies	x		Application form
	Operation of Microsoft Excel	x		
Experience Required going forward	Experience of working as part of a team		x	Application form / interview
Special Aptitudes/ Competencies i.e. Oral/ written skills	Good interpersonal and communication skills	x		Interview